



OFFICE MEMORANDUM

DATE: March 15, 1996

TO: District Engineers
District Field Engineers
District Construction Engineers
Resident/Project Engineers

FROM: Paul F. Miller
Engineer of Construction

SUBJECT: **CONSTRUCTION INSTRUCTIONAL MEMORANDUM # 1996-1**
Statewide Trunkline Construction News Releases - *New Procedure*

Beginning March 15, 1996, in time for the new construction season, AAA Michigan will take over handling communication of traffic slowdowns for the Department and will issue a weekly report that includes all M•DOT construction activity.

Here is how the process will work:

Each resident field office (with the exception of Metro resident offices) will send project information via GroupWise and attached WordPerfect files (use 5.1 or 5.2 **ONLY** - AAA does not have 6.1) directly to their district coordinators using the Construction Slowdown Notification for AAA Form. Those of you using WP 6.1 will need to remember to save all slowdown notifications as 5.1/5.2 documents, therefore. *Note: Metro resident offices will continue to use the same procedure of informing Dennis Cooper or Molly Grabowski, Metro Construction.*

Using the Construction Notification for AAA Form, district coordinators will edit/clarify, if necessary, then send information via GroupWise (again using WordPerfect 5.1 or 5.2 **ONLY**) to Debra Pearson (pearsond) at AAA every Monday morning by 10 a.m. Robert Morosi, a broadcaster in Debra's office, will write AAA's construction report which will be ready by noon every Tuesday for distribution. Robert Morosi is our primary AAA contact (**phone 313/336-1515**). Robert's job is to develop a weekly construction activity report after contact with nine district office coordinators.

Ideally, information about projects should be sent to AAA at least one week in advance of the start date. Other key times to update will be during major shifts in traffic, a new detour starting - in other words, when changes occur which affect traffic. Also, resident construction offices need to report when a project is completed.

For help with urgent news releases for major projects or other communications assistance, resident engineers can contact the Communications Office directly. Bob Parsons is assigned to work with Districts 3-8. Brenda Peek handles Metro. Ann Clery is (temporarily) assigned to Districts 1 and 2.

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The attached Procedure for Traffic Slowdowns and Reports outlines the responsibilities of Resident/Project Engineers, District Contacts, Office of Communications, and AAA. Please read this for more important details.

Here are the names of the construction slowdown coordinators in each district:

* By District

1	Julie Hammill, field engineering
2	Dianne Parkis, construction
3	Lois Oakley, field engineering
4	Gail Deans, office engineer
5	Kirt Zachary, office engineer (due to change in March to Barb Ritcher)
6	Becky Uhelski, construction
7	Mark Maloney, traffic and safety
8	Jim Weber, senior resident engineer
Metro	Dennis Cooper, Molly Grabowski, construction

If you have questions about this new procedure, please contact either Bob Parsons or Ann Clery in the Communications Office **(517) 373-2160** or Janet Foran, Bureau of Highways **(517) 373-2244**. Thanks for your participation.

Engineer of Construction

cc: PFM:JF:jp

Attachments: Construction Slowdown Notification for AAA Form
Procedure for Traffic Slowdowns

SUBJECT INDEX: Public Information

cc:	Lansing Construction Div. Engs.	H. Linne	CRA of MI
	Lansing Construction Div. Techs.	P. Fhaner	ATSSA
	Engineering Services Division	J. Heilman	J. Hammill
	M & T Division	R. Beckon	D. Parkis
	Design Division	MRBA	L. Oakley
	OEO	MCPA	G. Deans
	G. Taylor	MCA	K. Zachary
	T. Coleman	MML	B. Uhelski
	M. Maloney	J. Weber	D. Cooper
	R. Pannecouk	S. Panetta	A. Clery
	B. Parsons	B. Peek	C. Upton
	D. Pearson		

SLOWDOWN NOTIFICATION FOR AAA

DATE SUBMITTED TO AAA: DATE

STATUS: KEYBOARD(new, revised, or completed)

CONTACT: KEYBOARD(name and phone number)

DISTRICT/COUNTY: KEYBOARD(district number/county name)

HIGHWAY: KEYBOARD(Specific location/highway numbers)

CLOSEST CITY(IES): KEYBOARD(nearest major city)

LOCATION: KEYBOARD(description of project with street names, etc.)

STARTING DATE: KEYBOARD(anticipated starting date)

COMPLETION DATE: KEYBOARD(anticipated completion date)

HOW TRAFFIC WILL BE AFFECTED: KEYBOARD(Impact on motoring public, time delays to expect, etc.)

NATURE OF WORK: KEYBOARD(type of work being done)

LENGTH OF JOB: KEYBOARD(in miles plus 10ths of miles)

SUGGESTED ALTERNATE ROUTES: KEYBOARD(specific routing suggestions)

CUSTOMER BENEFIT: KEYBOARD(promotional information)

SPECIAL NOTES: KEYBOARD(additional comments)

**PROCEDURE FOR TRAFFIC SLOWDOWNS
AND REPORTS ON STATE TRUNKLINES**

Rev: 3-12-96/jp

PURPOSE: This procedure will outline responsibilities of transmittal and distribution of traffic information by M•DOT and M•DOT's communication partners, AAA of Michigan, including distribution to the media.

M•DOT's electronic mail system, GroupWise, will be used to transmit and communicate, when possible. In some cases, FAX may be necessary.

GENERAL: When project engineers determine construction on a project will begin, end or change, this information will be transmitted to the district office contact on a regular and as needed basis. The contact will compile the information and GroupWise a combined district report to AAA of Michigan, carbon copy to the appropriate district media contact in the Office of Communications or Metro district.

AAA will compile information from nine districts and GroupWise one weekly report back to each district contact, appropriate Office of Communications representative and to other M•DOT staff who are to receive it. AAA will distribute to the media.

The Office of Communications will monitor the process and accuracy of information for an appropriate period of time.

NOTE: In those instances where project offices do not have GroupWise, project engineers will FAX slowdowns, using the approved format, to the district contact until GroupWise is available. The district contact will prepare the FAXed information for electronic transmission to AAA.

RESPONSIBLE PARTNER

ACTIVITY

Project Engineer

Determine construction project is to begin, end, or traffic pattern will change.

As part of preparation, complete "Traffic Slowdown" information, using approved format.

Project Engineer

GroupWise slowdown to district contact, using approved format. If project office does not have GroupWise, prepare slowdown on approved format and FAX to district contact.

District Contact

Receive, clarify, as needed, and begin to compile in preparation for weekly GroupWise transmittal to AAA.

By 10 a.m. on Monday, GroupWise weekly traffic slowdown information to AAA with carbon copy to:

- * Districts 1 and 2, Ann Clery
- * District 3-8, Bob Parsons
- * Metro District, Brenda Peek

Continue to GroupWise routine slowdowns to AAA, even after the Monday 10 a.m. deadline. AAA will include these in their regular updates (for the Metro Detroit area) and in the following week's traffic report.

NOTE: Prior planning by project engineers will minimize last minute slowdowns. However, if one should occur, notify district contact (who will notify AAA) and contact the appropriate district communications specialist for assistance in disseminating information to the media and others, as appropriate. The approved format will be used. As per current procedure, the project engineer or district contact is expected to contact the local media (as appropriate), ambulance services, police agencies, etc.

Bob Parsons, Ann Clery or
Brenda Peek, as appropriate
(the media contact in
communications)

Review the report submitted to AAA to determine if a news release is needed on any projects. Prepare release as needed.

AAA

Compile traffic information from nine district contacts into weekly traffic report.

GroupWise weekly report to each district contact person, to the list of M-DOT staff who are to receive, including Bob Parsons, Ann Clery, and Brenda Peek.

FAX to 13 Welcome Centers.

GroupWise to Anne Nolan for posting to M-DOT's internal bulletin board.

Distribute to media.

NOTE: If AAA is unable to transmit completed report to M-DOT via GroupWise due to equipment/software failure, AAA will FAX a copy to the Office of Communications for dissemination within M-DOT (GroupWise to district contact, other M-DOT distribution list, FAX to Welcome Centers). AAA continues to be responsible for distribution to the media.

District contact/Bob Parsons,
Ann Clery and Brenda Peek/
Other designated M•DOT staff

Each Tuesday morning, receive AAA report via GroupWise. Compare information on AAA's weekly report to slowdown information that district contacts submitted to ensure these are included and accurate. To amend, contact AAA/district contact, as appropriate.

District contact

On same day as received, GroupWise (or FAX) AAA traffic report to each project engineer and, if appropriate, to district engineer. If project engineer determines clarifications or corrections are needed to AAA weekly report, project engineer notifies district contact.

Project Engineer

District contact will GroupWise AAA with clarification or correction, with a carbon copy to the Communication Office contact.

District contact

List of district contacts:

- 1 - Julie Hammill
- 2 - Dianne Parkis
- 3 - Lois Oakley
- 4 - Gail Deans
- 5 - Kirt Zachary
- 6 - Becky Uhelski
- 7 - Mark Maloney
- 8 - Jim Weber
- 9 - Dennis Cooper, Molly Grabowski